

Date Proposed: November 2014
Date Approved: November 2014
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PURPOSE:

To outline a standard process for soliciting reviewers and conducting Evidence-Based Nutrition Practice Guideline evaluations.

Procedure

- A. **SOLICITATION:** Academy of Nutrition and Dietetics staff (Manager, Research, International, and Scientific Affairs) will solicit and establish a list of reviewers who have knowledge of the topic addressed in the Evidence-Based Nutrition Practice Guideline. Reviewers may be identified from a variety of sources including the following:
- Evidence analysis workgroup chair/members, project manager or lead analyst
 - Evidence-Based Practice Committee (EBPC)
 - Academy staff (e.g. Research, International and Scientific Affairs, Publications, Knowledge Center, Quality Management, Nutrition Services Coverage and/or the Practice Teams)
 - Advertisement posted on EAL homepage and Get involved section, social media messages, and communication to relevant DPGs via DPG managers. Search of organizations related to the guideline topic (e.g. American Cancer Society, American Heart Association)
 - Other sources such other Advocacy groups, and external professional associations pertinent to the topic.
- B. **REVIEWERS:**
- Expert Reviewers: Each guideline will have an interdisciplinary group of (8-10) expert reviewers. Ideally the group will consist of a balance between practitioners and those in research/education. Disciplines represented may include but are not limited to Registered Dietitian Nutritionists (with various credentials), Physicians, Nurses, Pharmacists, and Psychologists. Expert reviewers may or may not be Academy members. Expert reviewers will be asked to provide and sign a disclosure form prior to completing review.
- C. **CONDUCTING EVALUATION:**
- Electronic Evaluation: The draft Evidence-Based Nutrition Practice Guideline which is undergoing the evaluation will be published on the Evidence Analysis Library (EAL[®]) with access provided only to reviewers. Review of the guideline and completion of the evaluation will be done on the EAL[®] (www.andeal.org), such that questions and comments will be submitted electronically.
 - Time Period: Reviewers will have an identified two- to three-week time period to review the guideline and answer the evaluation questions. Directions for accessing the guideline and the evaluation questions will be sent in advance of the evaluation period.

- c. AGREE (Appraisal of Guidelines Research and Evaluation) II Instrument: The tool used during each guideline evaluation is an adaptation of the AGREE II Instrument.

C. DOCUMENTATION: The names and credentials of each guideline reviewer will be listed under the “Project Team” on the project landing page in the EAL. On the EAL®, the evaluation process is described under the “Methodology” tab in the link titled “Development of Evidence-based Nutrition Practice Guidelines.

E. REVISION AND APPROVAL:

- a. The evidence analysis workgroup will review the results of the guideline evaluation and revise the guideline accordingly. Revisions will be documented by staff and presented to the EBPC as consideration for final approval.
 - i. Guideline and Toolkit Review Subcommittee reviews, the reviewer results and workgroup responses.
 - ii. The subcommittee provides a recommendation to the committee for approval/rejection of the guideline.
 - iii. Additional feedback may be warranted by the committee to Academy staff or workgroup chair
 - iv. Committee votes on approval of guideline via monthly teleconference or portal
- b. After approval by EPBC, staff will send documented revisions along with a thank you letter from the chair of the EBPC to each of the reviewers.
- c. The final draft of the guideline will be published on the EAL®.